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Office Memorandum • UNITED STATES GOVERNMENT

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TO :

DATE: 21 July 1953

FROM :

SUBJECT: Report from Clerical Training Branch

E. R.

1. Induction Training Section

a. [] is improving and will probably return to her home this week. [] indicates that they still do not know the probable length of her convalescence, but he will inform us of that as soon as possible.

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b. [], designated for the GS-5 Clerk-Stenography slot at Alcott (replacing []) has EOD'ed. As soon as she reports to Personnel's IAB, I will interview her to see if she is capable of helping with the instructing at [].

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c. Twenty-five extra typewriters were delivered to [] this past week, thus enabling us to offer an extra hour and a half practice session to those typists who have failed to qualify. We have also added a similar practice period for stenos who have not qualified.

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d. Out of 58 people in training at [] on 10 July, [] considered 21 to be below standard as far as recruitment requirements were concerned. At the end of another week's training, 5 of these qualified. Out of 82 people in training on 17 July, there were 31 questionable cases. Nine of these 31 had been in training three or more weeks; 6 of the 9 were fully cleared. The names of the 21 submitted to me on 10 July have been given to [], Clerical Placement Officer, for follow-up in regard to those who did the recruiting.

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e. The new Agency policy of bringing in wives of Agency members to take jobs here has created problems in three instances where the wives have insisted on special privileges and attempted to "pull their husband's ranks" to achieve what they wanted.

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25 YEAR REVIEW

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2. Clerical Orientation

a. There were 36 in the group this week. Of these, 27 are typists. This has necessitated using typewriters from the refresher course on the third day of the Orientation, gearing the refresher schedule to permit this, and holding the Orientation typing class in two adjacent rooms with an instructor between.

b. Both instructors here did a follow-up with several girls in regard to the advantages or disadvantages of waivers from the Orientation for (1) ordinary new employees, (2) former-CIA-member new employees, and (3) summer-only employees. In reference to the first two groups the unanimous opinion is that waivers should not be permitted. In reference to point #3, it is felt that further attention must be given the matter and that possibly each case will have to be settled on an individual basis.

c. The CIA Regulation for Clerical Training is still only "in the mill."

3. Clerical Refresher

25X1 a. [] is on vacation and will return for duty on 10 August.

25X1 b. The Handbook has been a headache despite fine cooperation from [] in IAB. The press broke down three times, the paper had to be hand-punched, and those assembling the pages were careless and inaccurate. A complete check on every copy is now in progress and as soon as that is completed we will begin the distribution. [] has arranged for a driver and a car.

25X1 c. The matter of who is to validate a typist's or stenographer's eligibility for promotion--[] and his group at [] or the instructors of the refresher course in their evaluation sheets has come up several times lately. There have been instances of discrepancy between the Personnel's tests and Training's tests and I have explained the matter to Mr. Baird. His reaction was that each individual office will have to make their own decision as to which they wish to accept or themselves carry the matter to Personnel for clarification.

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O/TR/DK:djw (21 July 1953)